

10 OCT 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending
6 October 1972

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1. Conversion from Staff to Contract: Earlier this year the Executive Director-Comptroller authorized the conversion of 13 additional individuals in the Office of Training from staff to contract status for FY 1973. The employees affected by this decision are located at

[REDACTED] The field portion of this exercise has just been completed.

All 13 OTR employees have signed their contract employee "special" agreements bearing a 15 October 1972 effective date. They also signed terminal staff personnel actions which are labeled "conversion to contract." The personnel actions are being processed.

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2. Voluntary Investment Plan: On 3 October

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[REDACTED] of the Office of Personnel and [REDACTED] of the Office of Finance visited the Insurance Company of North America Security Corporation in Philadelphia. The purpose was to investigate the possibility of reduction of certain charges to VIP (e.g., 1% sales charge on reinvestment of dividends) and to discuss certain procedures between the INA Security

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Corporation and VIP (e.g., speed up on confirmations and bank statements).

A full report of the meeting is being prepared for submission to the Executive Secretary of the Board of Trustees.

3. Position Management:

a. We have received an Office of Communications

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proposal to transfer the communications [REDACTED]

function from the Special Programs Division to the O/Commo

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Career Management and Training Staff. This will place it

under the command structure of the [REDACTED] Communications

School and establish it as a separate department.

b. The Office of Logistics has submitted a proposal

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for realignment of the Procurement Division. This proposal

is now under review.

c. The Domestic Contact Service and Office of

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Security [REDACTED] survey is progressing on schedule.

The first phase of audits was completed last week and covered

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[REDACTED] After a

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two-week review at Headquarters and further preparation, the

team will survey the remaining [REDACTED]

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4. Recruitment: Recruiters [REDACTED] attended a Career Day last week at Virginia State College in Petersburg.

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5. New Officer for [REDACTED] We have been advised by the Department of Army Focal Point Officer that the Chief of the Colonels Division, Officer Personnel Directorate, Department of Army, has approved

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our request for the assignment of [REDACTED] Infantry, as the

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replacement for [REDACTED] will

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retire on 30 June 1973. [REDACTED] was previously assigned to the

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Agency with [REDACTED] and was requested by name because of his known qualifications. DD/S has approved based on information submitted previously.

6. UBLIC: The "What is a UBLIC?" brochure has resulted in 84 applications. Seventy-three are new applications and 11 are for increased coverage. Of important interest, the average age of the applicants is 38 years. Sixty-seven men have applied and 17 women.

7. Blood Donor Day: 158 pints of blood were donated on 3 October.

8. Exercise Room: At the end of September, the first month for which the Exercise Room was available to women between the hours of 1300

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and 1500 on Tuesdays and Thursdays, an average of 17 women used the room each eligible day during that period.

/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

Distribution:

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OD/Pers [REDACTED] dpm (10 Oct 72)

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